

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 68-0147 ILLEGIB

11 JAN 1968

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Retirement Understanding**

Attached hereto are two papers used in connection with applicants and entering on duty employees representing an understanding of the Agency's retirement policy. The first, a retirement understanding, is signed by the entering on duty employee as a condition of employment. The second is used by recruiters in informing potential employees of the Agency's retirement policy.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Atts.

DD/S:RLB:ksd (11 Jan 68)

Distribution:

Orig - Adse w/atts

1 - ER

X - DD/S Subject w/atts

1 - DD/S Chrono

RETIREMENT UNDERSTANDING

I understand, and accept as a condition of employment, that under Agency policy I will be expected to retire no later than age 60, when eligible under either the CIA Retirement System or the Civil Service Retirement System. I further recognize that I will be expected to plan my personal affairs accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All Agency employees participate in the Civil Service Retirement System. Although mandatory retirement age in this Federal retirement system is age 70, the CIA expects its employees to retire at age 60. Acceptance of this policy is a condition of employment with CIA.

Chief, Recruitment Division  
706 Ames Building

Chuck:

The boss and I feel that this would be a sufficient statement to satisfy the Director's desire that all of our candidates understand the mandatory age policy. When you send it to the recruiters, it might be worth explaining that this is being done to avoid trouble in the future.

Obviously, this will raise some questions about the details of retirement. To the extent possible, of course, the recruiters should leave this for interviews at Headquarters.

STAT Deputy Director of Personnel 5E-56 ☐ 13 DEC 1967

Distribution:

0 - Addressee

1 - D/Pers Chrono

X - DD/Pers Chrono

STAT OD/Pers/ ☐ :llr (13 Dec 67)

<b>TRANSMITTAL SLIP</b>		DATE 11 January 1968
TO: Deputy Director for Support		
ROOM NO. 7 D 18	BUILDING HQ	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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[Redacted Signature]

STAT

R. L. Bannerman  
Deputy Director  
for Support

*[Handwritten signature]*

STAT

[Redacted Signature]

*[Handwritten signature]*

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